

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)		2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION		SECOND ACTION	
5-A.	5-B. Nature of Action	6-A.	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number					15. TO: Position Title and Number						
8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay		12D. Other Pay	20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay		20D. Other Pay

14. Name and Location of Position's Organization					22. Name and Location of Position's Organization				
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EMPLOYEE DATA							
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%			24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO	
27. FEGLI			28. Annuitant Indicator			29. Pay Rate Determinant	
30. Retirement Plan			31. Service Comp. Date		32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA							
34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved		35. FLSA Category E - Exempt N - Nonexempt		36 Appropriation Code		37. Bargaining Unit	
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)					
40. AGENCY DATA		41.	42.	43.	44.		

45. Remarks						
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46. Employing Department or Agency			50. Signature/Authentication and Title of Approving Official			
47. Agency Code	48. Personnel Office ID	49. Approval Date				